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Issuance Date: June 9, 2004

Closing Date: June 21, 2004, (11:00 a.m. EST.)

SUBJECT: Request For Quotations (RFQ) No. M/OAA/GRO/EGAS-00002,  
Technical services to provide, conduct and evaluate a General Service Operations (GSO)  
Training Course

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking quotations from a vendor who can provide, conduct and evaluate a GSO Training Course for USAID Washington, DC. This requirement will be a firm-fixed price purchase order.

If you choose to submit a quotation, it must be submitted via e-mail **only** to Franklin F. Gunn at: [fgunn@usaid.gov](mailto:fgunn@usaid.gov) with the attached request for quotation and received no later than June 21, 2004, 11:00 a.m. EST.

Quotations in the heading of the email must be addressed as follows:

U.S. Agency for International Development  
Office of Procurement  
M/OAA/GRO/EGAS  
Room 7.09-105, Ronald Reagan Building  
1300 Pennsylvania Avenue, NW  
Washington, D.C. 20523  
ATTN: Franklin F. Gunn  
Phone: 202-712-0501

**It should be noted that packages may not be left at the USAID Visitor's Desk. You are solely responsible for ensuring timely delivery.**

This procurement is issued pursuant to the simplified acquisition procedures Chapter 13 of FAR, Subpart 13.003(b) (1) which requires that acquisition of supplies or services that have an anticipated dollar value exceeding \$2,500 and not exceeding \$100,000 be reserved exclusively for **small business concerns** and **publicized under FAR 5.101(2) for contract actions between \$10,000 and \$25,000.**

Contractors are requested to submit both technical and cost portions of the quotation separately. Award will be made to the contractor whose quotation satisfies the government requirement at the best value.

Issuance of this quotation does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of a quotation. Any questions concerning this solicitation should be directed to Franklin F. Gunn in written format at [fgunn@usaid.gov](mailto:fgunn@usaid.gov).

## **REQUEST FOR QUOTATION**

**DATE ISSUED:** 06/09/04

**CLOSING DATE AND TIME:** 06/21/2004 – 11:00 am

**RFQ NUMBER:** M/OAA/GRO/EGAS-00002

**ISSUED BY:** United States Agency for International Development  
M/OAA/GRO/EGAS, Room 7.09-105  
1300 Pennsylvania Avenue, N.W.  
Washington, DC 20523-2120

**POC/TEL NO:** Franklin Gunn: mail: [fgunn@usaid.gov](mailto:fgunn@usaid.gov) (202) 712-0501

**THE OFFEROR AGREES THAT THE PRICES SUBMITTED ARE GOOD FOR 60 DAYS FROM DATE OF RECEIPT OF YOUR QUOTE.**

**OFFERORS ARE REQUIRED TO SUBMIT QUOTES VIA E-MAIL TO FRANKLIN GUNN AT:**  
[fgunn@usaid.gov](mailto:fgunn@usaid.gov).

**PLEASE PROVIDE NAME, ADDRESS, POINT OF CONTACT OF AUTHORIZED INDIVIDUAL RESPONSIBLE FOR THE QUOTATION.**

**COMPLETE THE ENCLOSED VENDOR INFORMATION SHEETS.**

**ALL RESPONSIBLE SOURCES MAY SUBMIT A QUOTATION WHICH, IF TIMELY RECEIVED, SHALL BE CONSIDERED BY THE AGENCY.**

**SHIPPING ADDRESS:** USAID  
**OF DELIVERABLE** M/OAA/GRO/EGAS  
FRANKLIN GUNN, RM 7.09-105,

**RONALD REAGAN BUILDING  
WASHINGTON, D.C. 20523**

**DELIVERY DATE OF DELIVERABLES: NLT 14 DAYS AFTER AWARD**

**Submitted by Name/Company:**

**Please provide company name on quote as well.**

**SUPPLIES/SERVICES AND PRICES/COSTS**

The contractor shall conduct the GSO course to train approximately 25 USAID participants as describe in the SOW. (AIDAR).

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Qty.</u></b>	<b><u>Unit Price</u></b>	
001	Technical services to provide conduct and evaluate a General Service Operations (GSO) Training Course for USAID Washington.	1		

**STATEMENT OF WORK**

**Contract for Single Trainer of General Service Operations (GSO) Course (sponsored by M/OMS)**

**I. Purpose**

The purpose of this acquisition is to procure the services of a contractor by awarding a Fixed Price contract to conduct a GSO training course for newly hired Executive Officers and Foreign Service Nationals (FSNs). The contractor will be a sole instructor of the course and lead the USDH and FSN trainees through three GSO modules: Requisitioning and Personal Property Management, Motor Vehicle Management, and Freight and Transportation Management. Training manuals and testing materials were developed in-house and are the property of USAID.

**II. Period of Performance**

Contractor arrival and pre-course setup will be July 11, 2004. The training will be from July 12<sup>th</sup> through July 28<sup>th</sup>, 2004.

**III. Deliverables**

The contractor will be required to conduct one course during this period containing a maximum of 25 students. The course will be for 13 days at facilities organized by USAID in Washington, DC. Foreign travel is not required. The training contractor will not be responsible for any logistics pertaining to the course. The venue and materials for the participants will be provided by USAID.

Each day of instruction shall last 8 hrs, from 8:30am to 5:30pm, with breaks at 10:00am, noon (lunch), and 3:00pm; the instructor shall arrive at the training site no later than July 11, 2004, and for each day's training session (Mon. through Fri during the course period) by 7:30am. The instructor shall teach from modules provided by USAID on the following timetable – "days" = days of instruction:

Requisitioning and Personal Property Management – 7 days

Motor Vehicle Management - 3 days

Freight and Transportation Management - 3 days

Upon the conclusion of the course, students will be issued a certificate for each module completed successfully, and USAID will mail the certificates to the students.

Students must sign attendance sheets each day and the instructor will provide USAID with evaluation of students through module chapter quizzes.

USAID will provide an evaluation sheet for each module which the instructor must collect from the students at the end of each module. This evaluation sheet will provide feedback to USAID on the content of the course and the instructor's performance.

#### IV. Location

The course will take place from July 12 to July 28, 2004 at:

Alexandria Executive Suites  
610 Bashford Lane  
Alexandria, VA 22314.

Tel. # (703) 739-2582

Fax # (703) 748-0266

#### IV. Evaluation Criteria for Selection:

The technical factors A, B, and C below will be scored with a combined total equaling 60%. The contractor will provide a resume or curriculum vitae showing his or her qualifications, knowledge, and experience, along with three references. Price will receive a weighting of 40%.

A. Knowledge of the GSO course material, GSO expertise in theory and practice, years of experience as a trainer, and past performance. 25 points.

B. At least 6 years of experience in an executive or general services office overseas sufficiently related to the management of these services so as to answer technical questions by students. 20 points.

C. Certification of fluency in French and Spanish to be able to fully communicate with students from abroad that attend the course. 15 points.

### **VENDOR INFORMATION**

**(Please complete if you have not provided this information in the past)**

**NAME:**

**ADDRESS (to include Country if not USA):**

**POC:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**E-MAIL ADDRESS:**

**INTERENT ADDRESS:**

**EIN/SSN NUMBER:**

**DUNS NUMBER:**

**ELECTRONIC FUNDS TRANSFER:**

**ABA Number (9 digit routing number):**

**Bank Name:**

**Account Number:**

**Type of Account (checking or savings):**

**OWNERSHIP TYPE:**

☐ **Asian-Indian American**

☐ **Asian-Pacific American**

- ☐ Black American
- ☐ Hispanic American
- ☐ Native American
- ☐ Non-Minority
- ☐ Other Minority
- ☐ Unknown

**PROFILE TYPE:**

- ☐ Corporation
- ☐ Education Org Other than University
- ☐ College
- ☐ Individual
- ☐ HBCU
- ☐ University/College
- ☐ International Center
- ☐ Research Org.
- ☐ Voluntary Organization
- ☐ Foundation
- ☐ Hospital
- ☐ Partnership
- ☐ Proprietorship
- ☐ Sheltered Workshop
- ☐ Hispanic Serving Institution

**ECONOMIC TYPE:**

- ☐ Private
- ☐ International Public Sector
- ☐ Federal Government
- ☐ State/Local Government
- ☐ Foreign Contractor

**TYPE OF BUSINESS:**

- ☐ 8(a) Form
- ☐ Small Business
- ☐ Women-Owned

\_\_\_\_\_ Disadvantaged  
\_\_\_\_\_ For Profit  
\_\_\_\_\_ Electronic Commerce